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ABSTRACT

This is the fourth of four student packets forming part of a position simulation for use in an office applications laboratory at the postsecondary level. The purpose of the simulation is to give the student an opportunity to learn the tasks and duties performed by a legal secretary. The packet, which begins with a simulated office schedule for one 8-hour day, includes 5 numbered jobs and supplies (any necessary letterhead or special forms). Instructions are provided immediately before each job. Jobs include handling mail, keeping a petty cash record, typing a quit-claim deed, making a bank deposit, and reconciling a bank statement. (YLB)

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OFFICE OCCUPATIONS

Mae Conn and Associates

A Legal Secretary Position Simulation

Student Packet 4

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
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Georgia Department of Education

OFFICE OCCUPATIONS

Developed and Produced
Under Contractual Agreement with

Division of Program Development
Office of Vocational Education
Georgia Department of Education
Atlanta, Georgia 30334
Charles McDaniel, State Superintendent of Schools
1982

UPD 7729/7-82

MAE CONN AND ASSOCIATES

A Legal Secretary Position Simulation

Developed by

Macon Area Vocational-Technical School
Macon, Georgia

Revised by

Georgia State University
Atlanta, Georgia

Project Supported by

Office of Vocational Education
Georgia Department of Education
Division of Program Development
Atlanta, Georgia 30334

Dr. Charles McDaniel, State Superintendent of Schools

1982

FOREWORD

This legal secretary position simulation was designed to be used in an office applications laboratory at the postsecondary level. Its purpose is to give the student an opportunity to perform those tasks and duties that may be performed by a legal secretary.

Appreciation is expressed to Mr. K. Gerald Allen, Project Coordinator, and to the business education instructors at Macon Area Vocational-Technical School for the development of these materials.

Appreciation is also expressed to the many business education instructors throughout the state who field tested and provided invaluable feedback on these materials as a part of this revision effort.

Sincere thanks go to Dr. John H. Lloyd, Director, Program Development Division, Georgia Department of Education, for his continued encouragement, support, and leadership in this revision effort.

Dr. Harmon Fowler
Project Director
Office Simulation Project

Mrs. Doris Rash-Wooten
Assistant Project Director
Office Simulation Project

Thursday

OFFICE SCHEDULE FOR TODAY

		FOR	DESCRIPTION OF SERVICES
8	00		Handling Incoming/Outgoing Mail
	15		
	30		
	45		
9	00		
	15		
	30		
	45		
10	00		
	15		
	30		
	45		
11	00		Record Petty Cash Transactions
	15		
	30		
	45		
12	00		
	15		
	30		
	45		
1	00	General Builders	Type a Quit-Claim Deed
	15		
	30		
	45		
2	00		Make the Bank Deposit
	15		
	30		
	45		
3	00		Reconcile the Bank Statement
	15		
	30		
	45		
4	00		
	15		
	30		
	45		
5	00		
	15		
	30		
	45		
NIGHT HOURS			

HANDLING MAIL

Since you will be handling mail daily, establish a plan for processing mail and follow your plan consistently. Be sure to keep up with every piece of mail that arrives. You also should be able to distinguish between important mail and mail that is not important.

Mrs. Conn gave the following instructions about processing mail.

Instructions

1. Open all letters and read the correspondence, underlining key words and dates, and making marginal notations as needed. Underline sparingly. Underline only key words and figures that reveal who, what, when, and where. Once you have this completed, place the letters on Mrs. Conn's desk for her to read.

2. Any clients who send checks in the mail for legal services will expect to receive a receipt in the return mail. Make out a receipt for any money received and send it to the client's address.

3. All first-class mail should be taken care of before you process second or third class mail such as newspapers, periodicals, and advertising materials. Unwrap any covers on the mail and flatten them. Watch for advertising material that Mrs. Conn might have requested and earmark it as "Reguested."

4. One of your mailing duties will be to send out checks with the outgoing mail. To do this you will need the checkbook forms enclosed. Be sure to fill out the check stub portion of the checkbook. The current checkbook balance is $4,500.80.

Now you should be ready to process the mail for today.

MAE CONN & ASSOCIATES

Attorneys at Law 3300 Macon Tech Dr.
Macon, Ga. 31206 Telephone 781-0551

INTEROFFICE MEMORANDUM

TO: Mailing Clerk

FROM: Mae Conn

SUBJECT: Mailing Checks and Receipts

DATE: May 28, 19--

Please send by mail receipts and form letters to the following clients who paid for legal services:

Midas Mortgage Company, $345; Dr. V. T. Searles, $165; Sibley Paint Shop, $236; Mr. Won Suan, $45; Nichols Construction Company, $56; and Mr. George D. Neilson, $58.

The form letter that must accompany all mailed receipts is attached. The letter can be done on the mag card if you would like.

The following items need to be taken care of immediately. Make out a check for each of the following:

Trucks-for-Hire, Inc., $58, Delivery Expense
Uptown Sisters, $158, curtains for office
Mrs. Mack (Sara) Teague, $25, reimbursement of fees
Bibb Water Works, Pio Nono Avenue, Macon, $34, water bill
Georgia Farm Bureau, Riverside Drive, Macon, $450, insurance on building
Wall Street Journal, Circulation Department, New York, NY, $15, yearly subscription
J. F. Yaughn Construction Company, 4833 Columbus Road, Macon, GA 31206, $478, remodeling office
Interior Carpets, 3170 Vineville Avenue, Macon, GA 31408, $302, carpet
S & S Cleaning Service, 450 Broadway, Macon, GA 31415, $25 cleaning fees

Be sure to fill out the check stub part of your checkbook. The current checkbook balance which you will need to record on the first check stub is $4,500.80. Some of the addresses for the clients listed above can be found in your tickler file. Be sure to make out checks for any bills found in today's mail.

Instructions

Use the following material in the body of any letter that will be mailed out to clients who have paid for legal services and are being sent by mail a receipt for their payment. Use the current date and address the letter to each client personally.

(MASTER - Accompanies Mailed Receipts)

Please keep the enclosed receipt for legal services rendered to you by our company, MAE CONN & ASSOCIATES. Many legal fees are tax deductible; therefore, you might want to include the cost on your income tax form.

If you are in need of further legal services, feel free to notify us at any time. We enjoyed working with you and hope that you were completely satisfied with our services.

Sincerely yours,

Mae Conn
Attorney-at-Law

xx

Enclosure

RECEIPT BOOK

_____ 19____ No. 15701

RECEIVED OF _____ $_____

_____ DOLLARS
100

For _____

Previous Balance $_____

Amount Paid $_____ _____

Balance Due $_____ By _____

_____ 19____ No. 15702

RECEIVED OF _____ $_____

_____ DOLLARS
100

For _____

Previous Balance $_____

Amount Paid $_____ _____

Balance Due $_____ By _____

_____ 19____ No. 15703

RECEIVED OF _____ $_____

_____ DOLLARS
100

For _____

Previous Balance $_____

Amount Paid $_____ _____

Balance Due $_____ By _____

_____ 19____ No. 15704

RECEIVED OF _____ $_____

_____ DOLLARS
100

For _____

Previous Balance $_____

Amount Paid $_____ _____

Balance Due $_____ By _____

_____ 19____ No. 15705

RECEIVED OF _____ $_____

_____ DOLLARS
100

For _____

Previous Balance $_____

Amount Paid $_____ _____

Balance Due $_____ By _____

_____ 19____ No. 15706

RECEIVED OF _____ $_____

_____ DOLLARS
100

For _____

Previous Balance $_____

Amount Paid $_____ _____

Balance Due $_____ By _____

_____ 19____ No. 15707

RECEIVED OF _____ $_____

_____ DOLLARS
100

For _____

Previous Balance $_____

Amount Paid $_____ _____

Balance Due $_____ By _____

_____ 19____ No. 15708

RECEIVED OF _____ $_____

_____ DOLLARS
100

For _____

Previous Balance $_____

Amount Paid $_____ _____

Balance Due $_____ By _____

_____ 19____ No. 15709

RECEIVED OF _____ $_____

_____ DOLLARS
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For _____

Previous Balance $_____

Amount Paid $_____ _____

Balance Due $_____ By _____

_____ 19____ No. 15710

RECEIVED OF _____ $_____

_____ DOLLARS
100

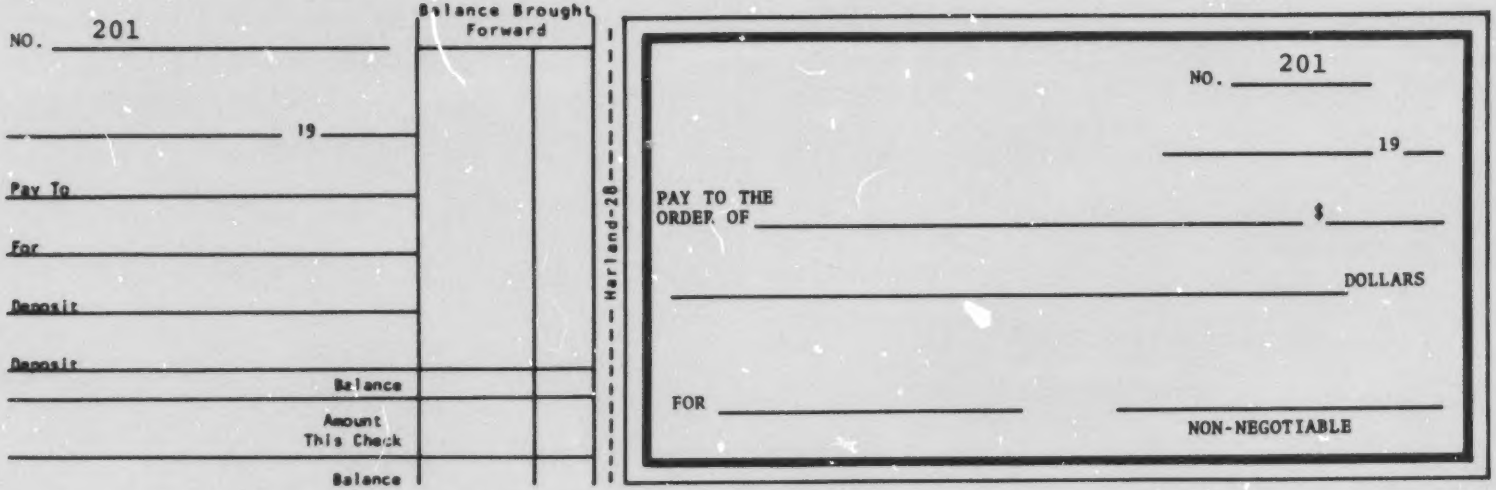
For _____

Previous Balance $_____

Amount Paid $_____ _____

Balance Due $_____ By _____

CHECK REGISTER


NO. 201
Balance Brought Forward
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Harland-28
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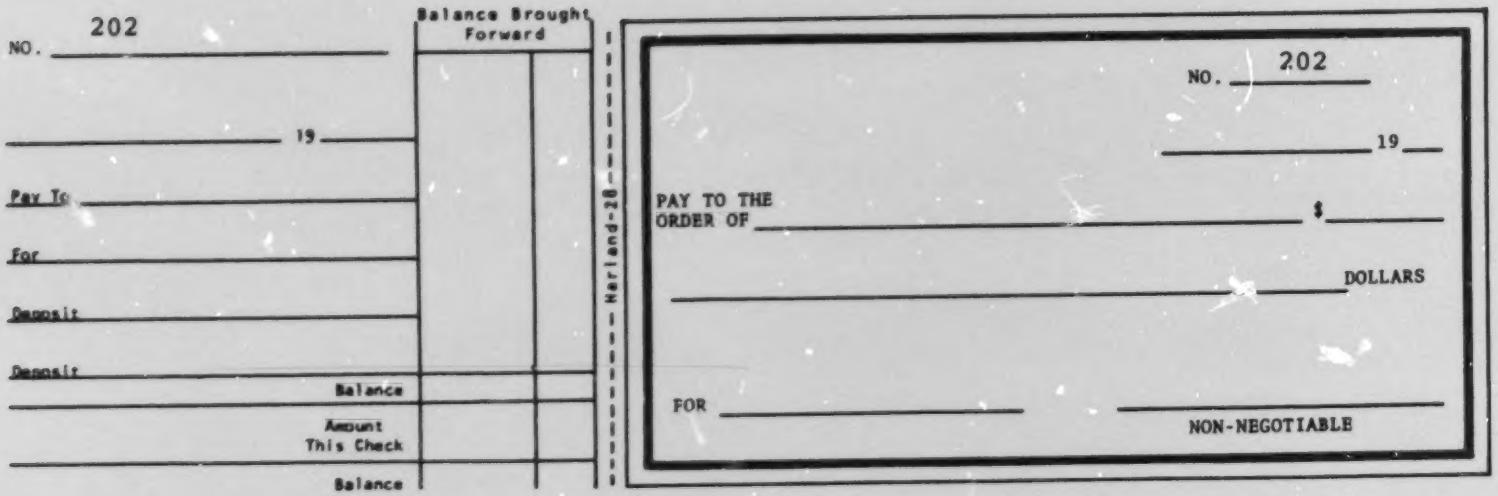
NO. 202
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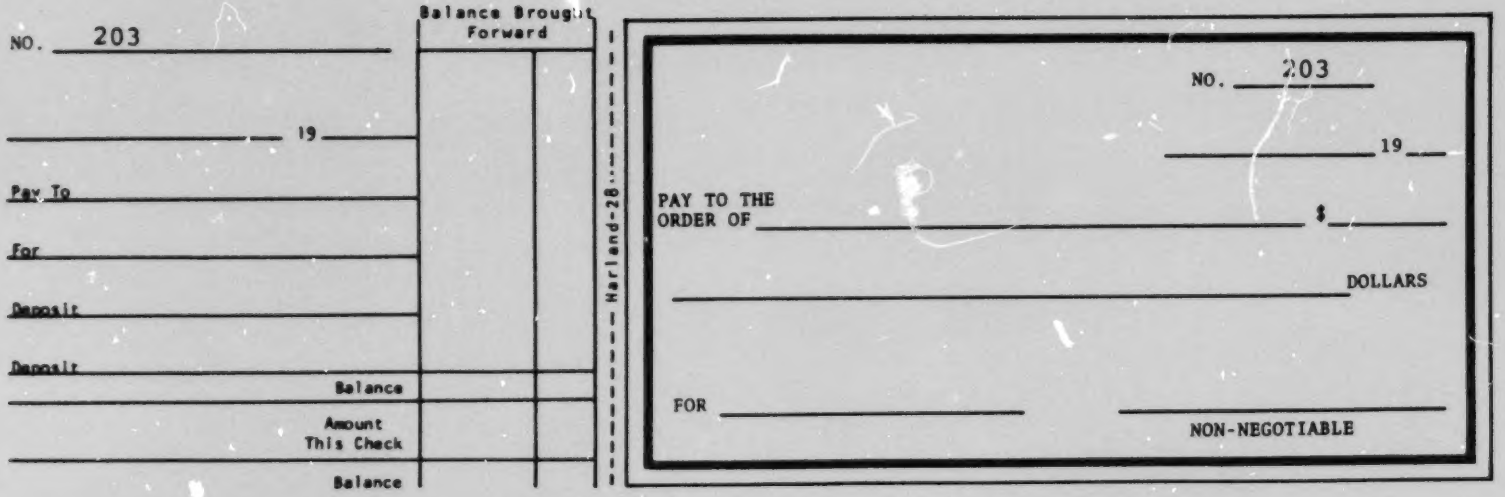
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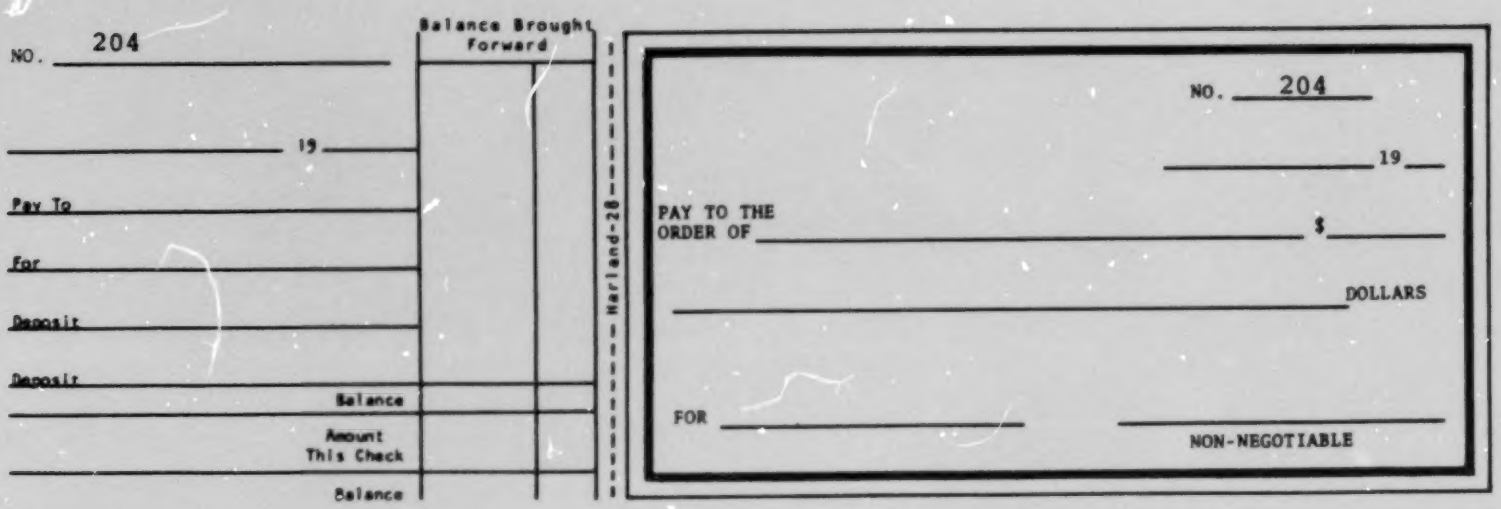
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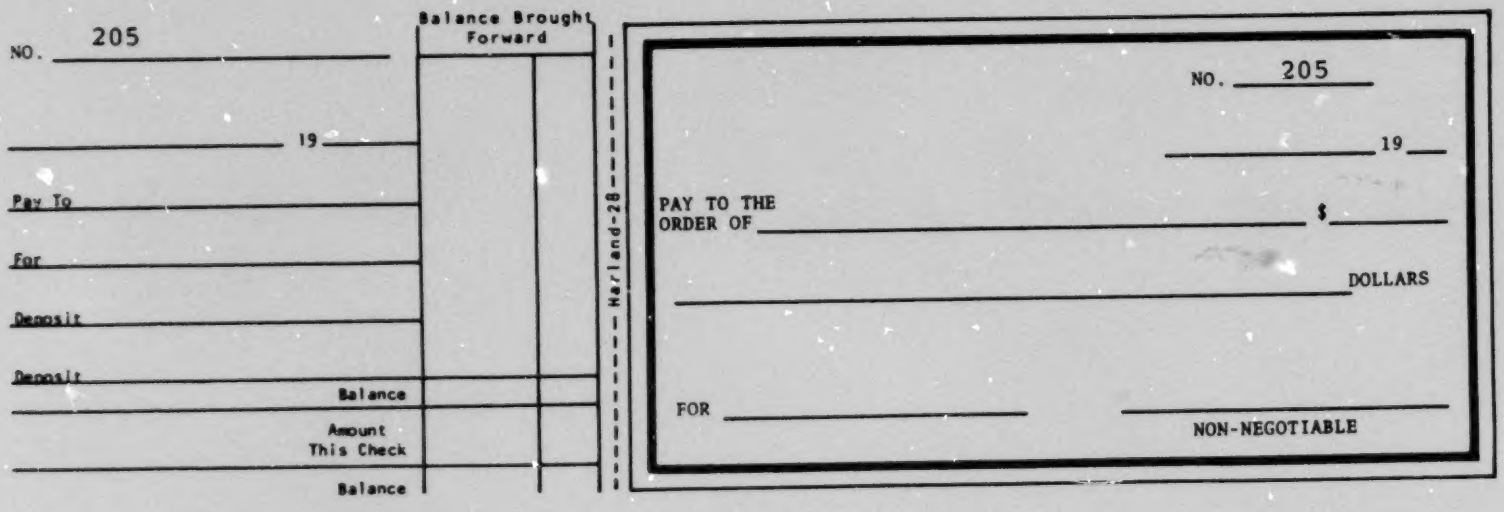
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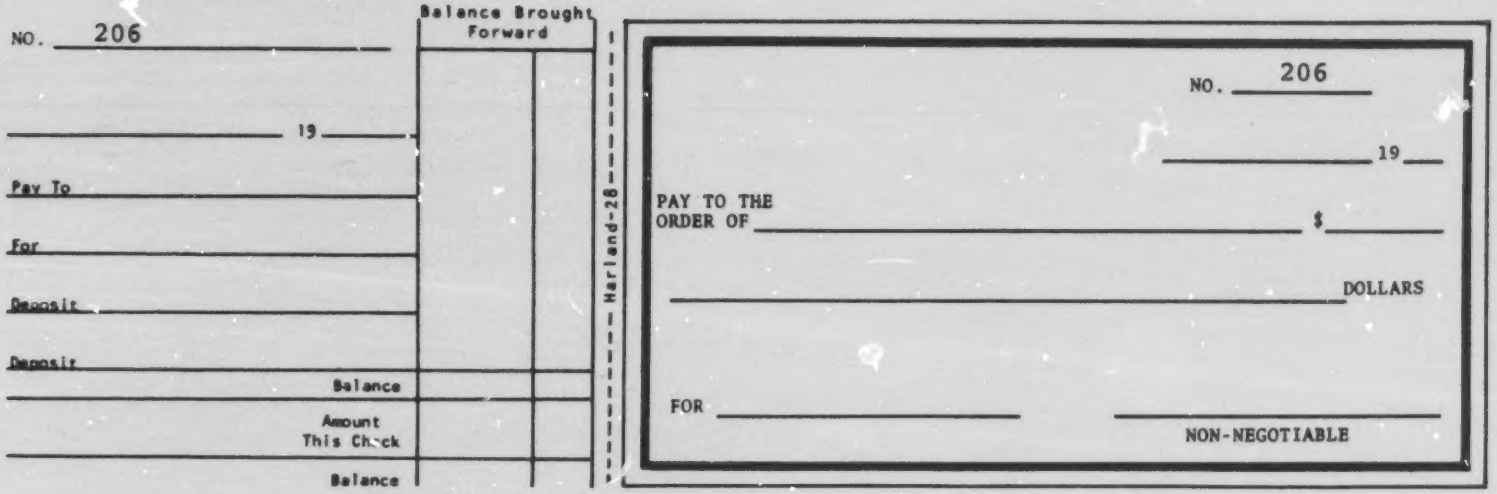
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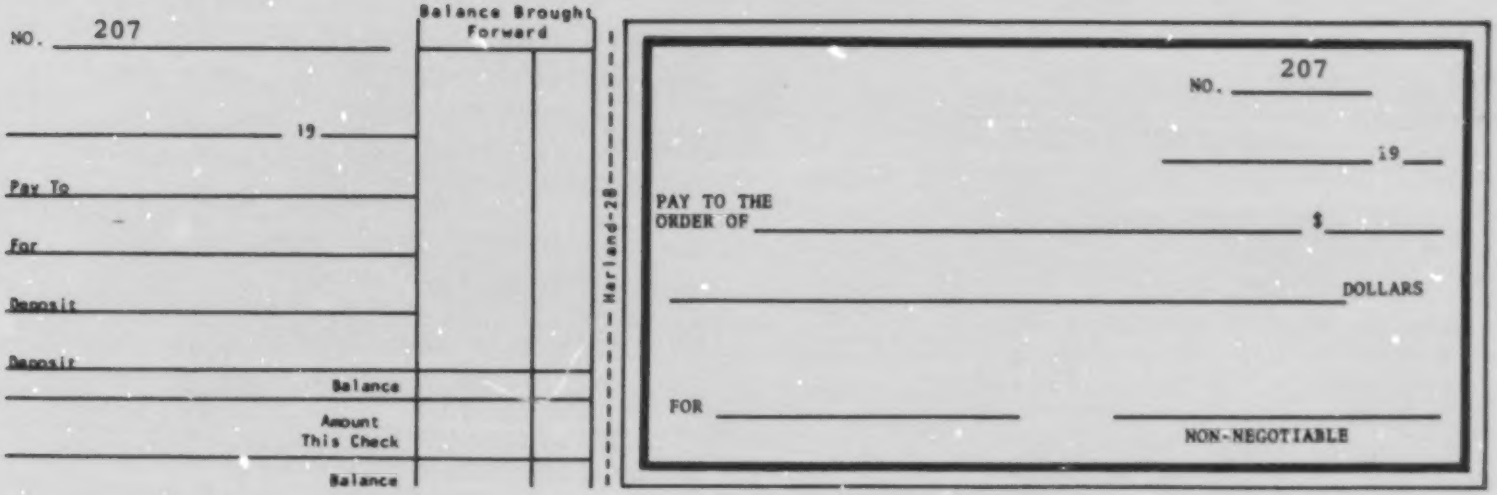
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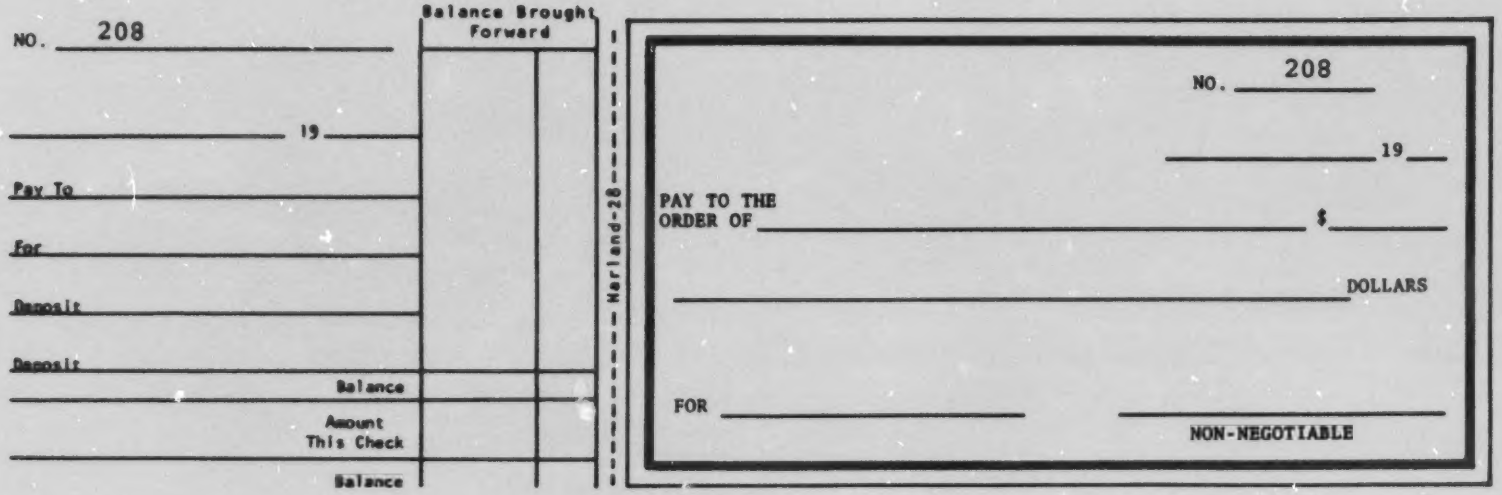
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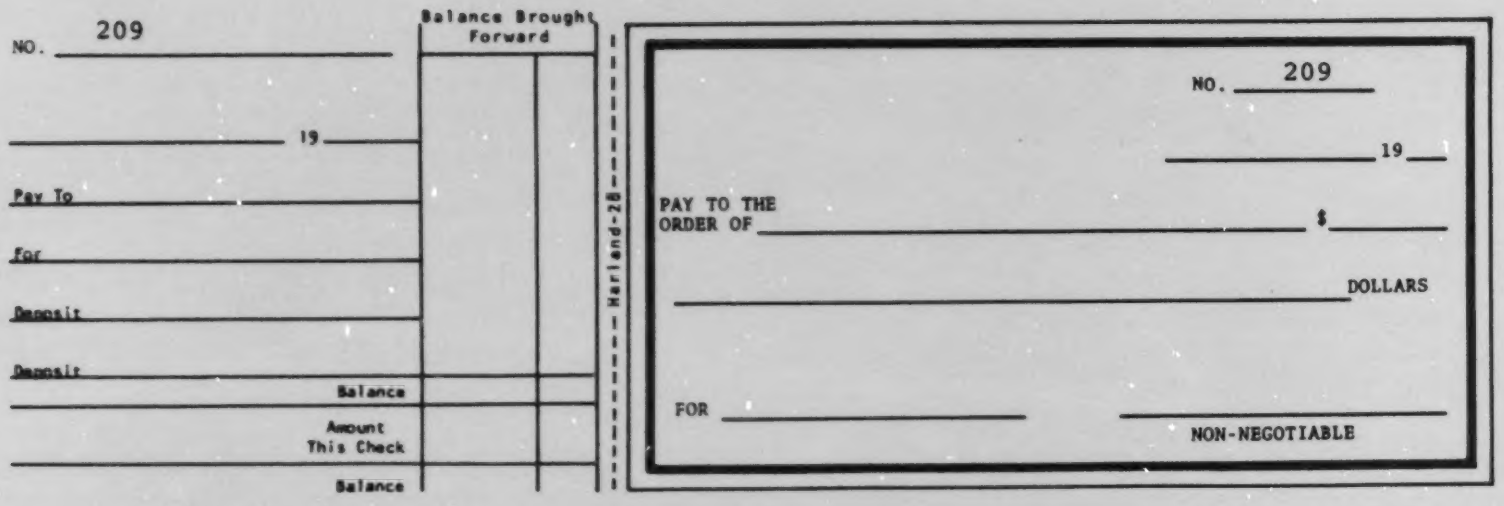
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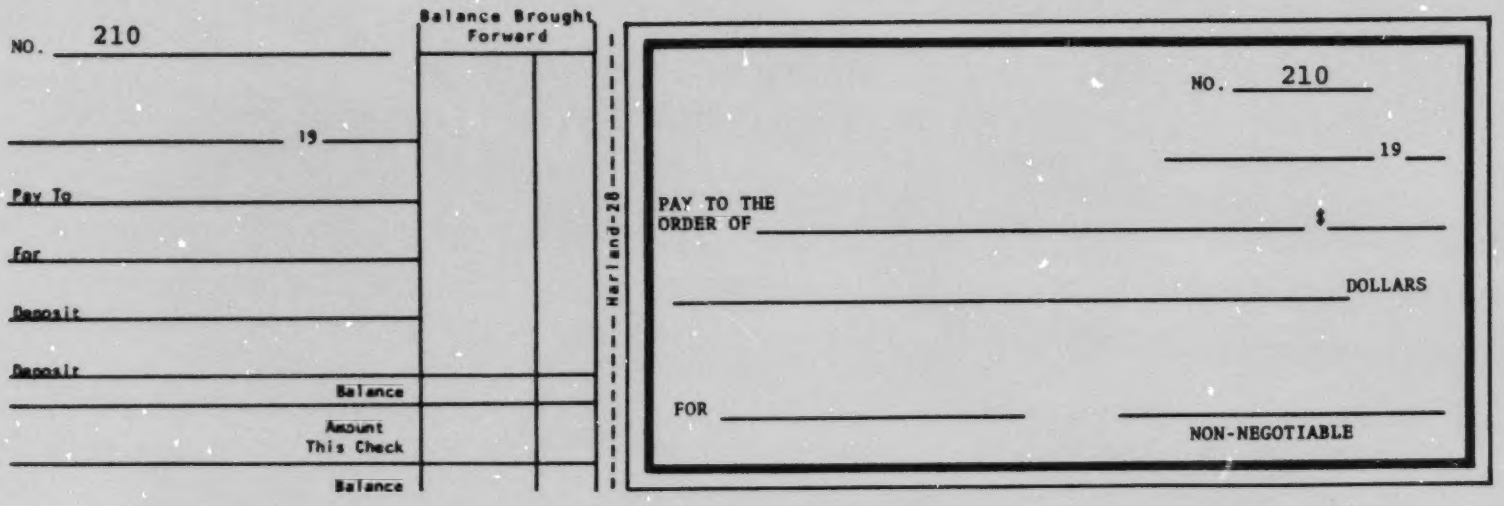
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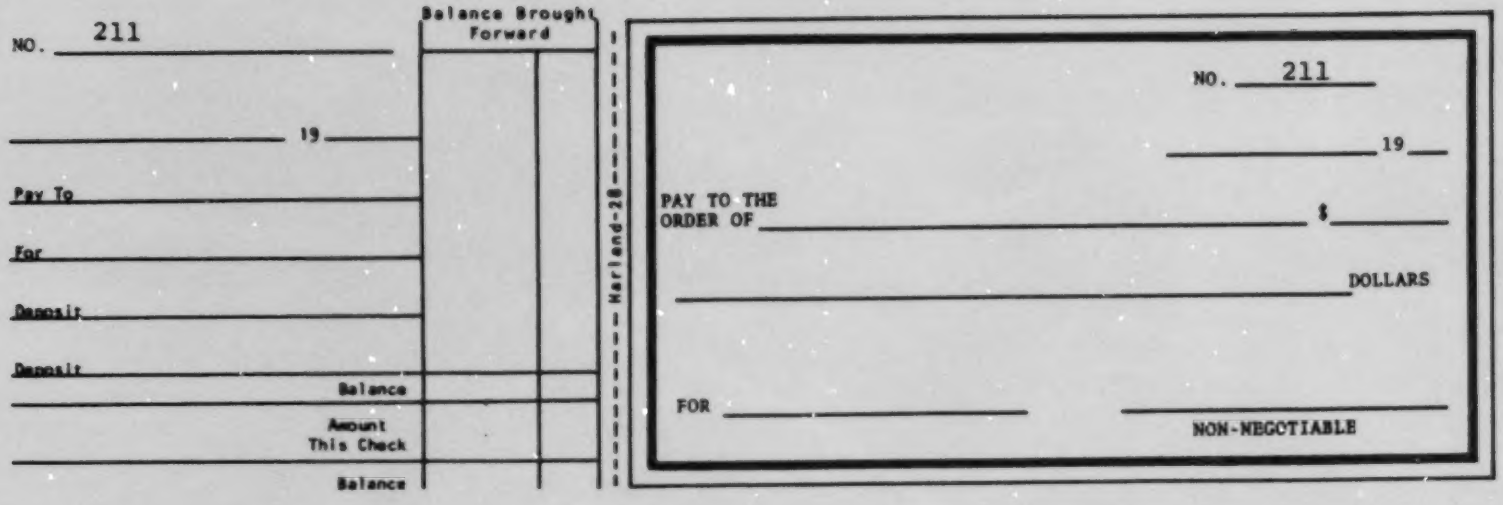
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DOLLARS
FOR
NON-NEGOTIABLE

NO. 212

Balance Brought Forward

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Pay To _____

For _____

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Balance _____

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Harland-28

NO. 212

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PAY TO THE ORDER OF _____ $_____

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FOR _____

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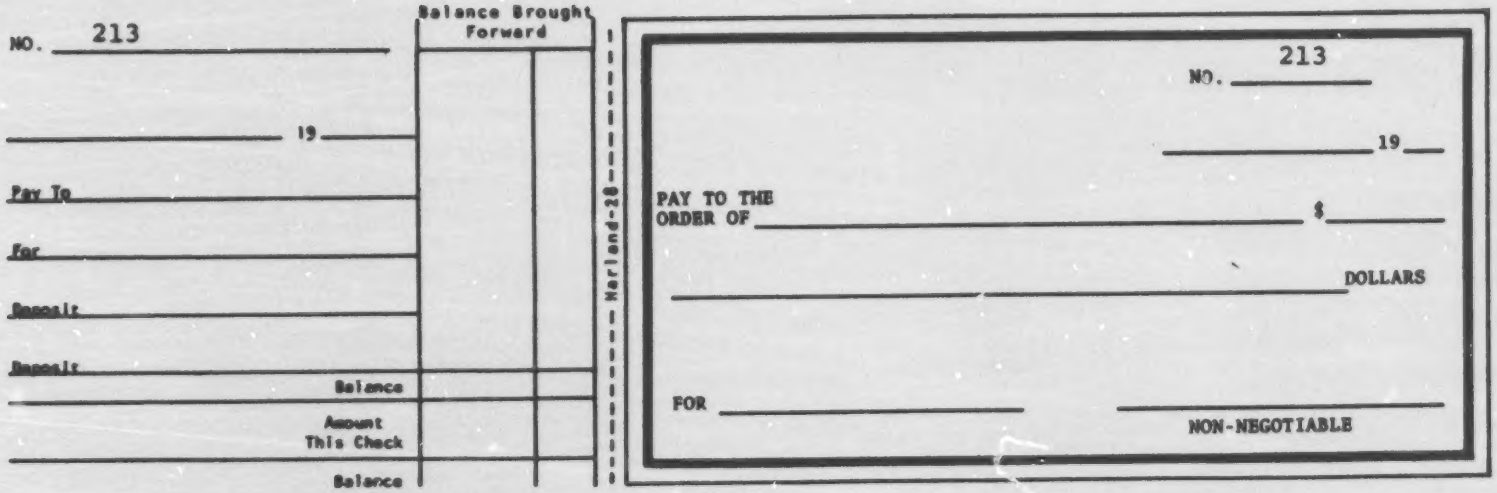
NON-NEGOTIABLE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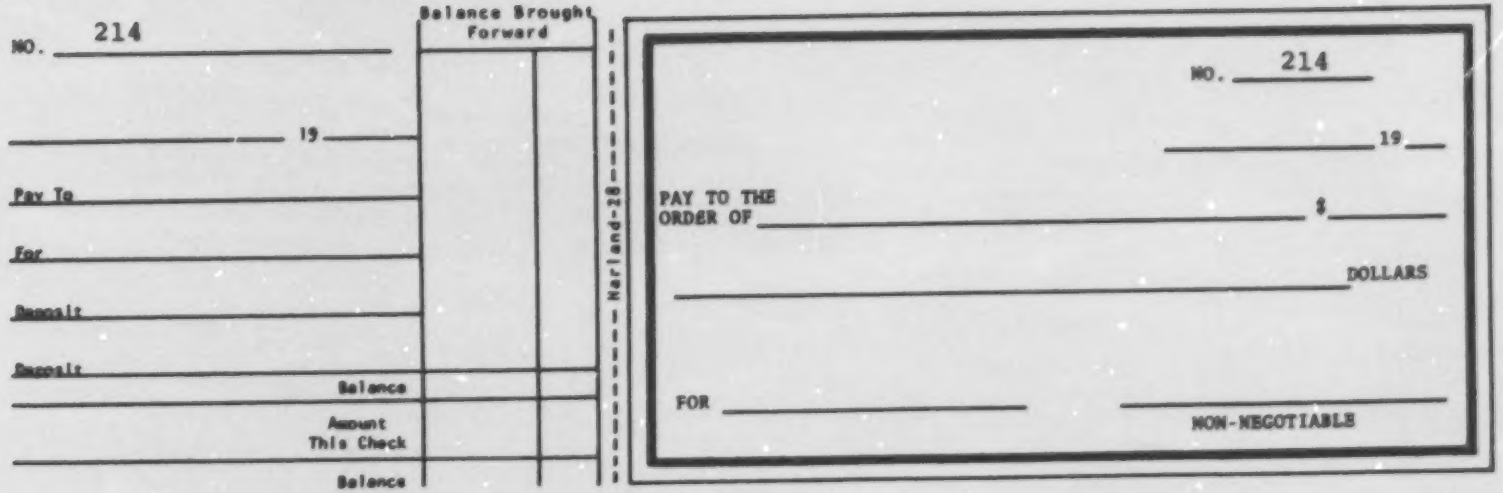
NO. 214
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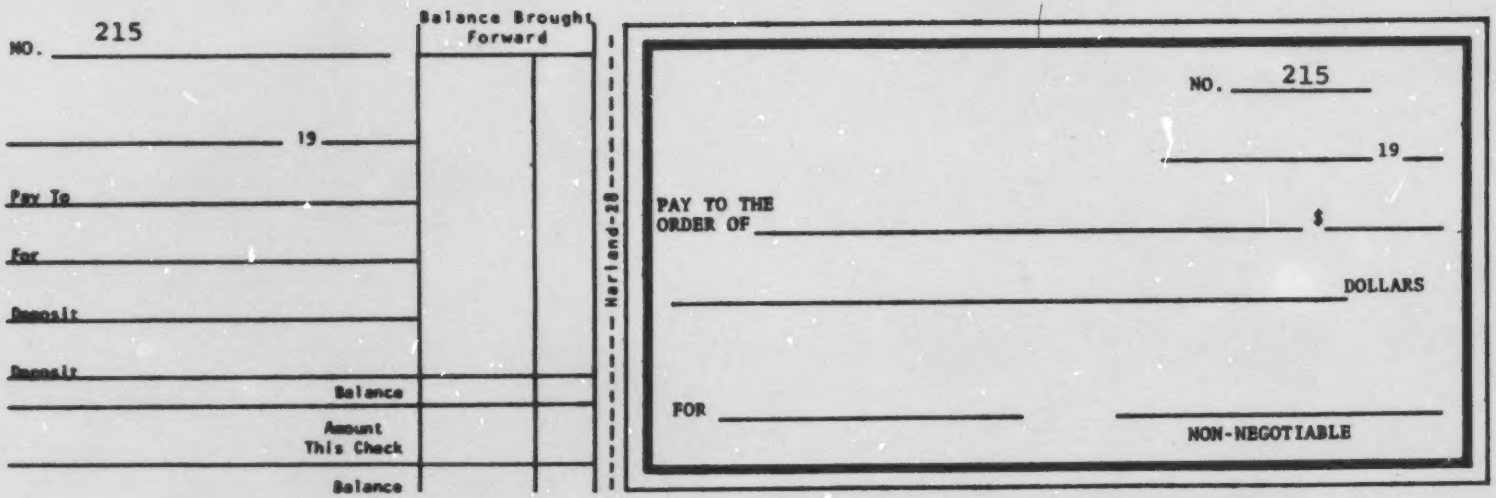
NON-NEGOTIABLE


NO. 215
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Balance
Amount This Check
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Harland-28
NO. 215
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PAY TO THE ORDER OF
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DOLLARS
FOR
NON-NEGOTIABLE

NO. 216

Balance Brought Forward

_____ 19____

Pay To _____

For _____

Deposit _____

Deposit _____

Balance _____

Amount This Check _____

Balance _____

Harland-20

NO. 216

_____ 19____

PAY TO THE ORDER OF _____ $_____

_____ DOLLARS

FOR _____

_____
NON-NEGOTIABLE

Mrs. Doris Jacobs
Route 3, Box 415
Macon, GA 31216

No. 489

May 27 19--

Pay To The Order Of Mac Conn & Associates $ 36 00

Thirty six 00/100 Dollars

C & S BANK
Gray Highway
Macon, GA 31215

Mrs. Doris Jacobs

':0210'''0105':521'''3232

Mr. and Mrs. D. Moye
367 Riverview Road
Macon, GA 31217

No. 415

May 25 19--

Pay To The Order Of Mac Conn & Associates $ 128 00

One Hundred Twenty-eight 00/100 Dollars

FIRST NATIONAL BANK
Macon, GA 31214

Mr. D. Moye

':122'''0140':432'''2222

Mr. R. J. Ridley
360 Forest Lake Drive
Lizella, GA 31378

No. 205

May 28 19--

Pay To The Order Of Mae Conn & Associates $ 78 48

Seventy eight 48/100 Dollars

FIRST NATIONAL BANK
Macon, GA 31214

R. J. Ridley

':0310'''1104':643'''1441

Mr. & Mrs. Howard Jones
1417 Pio Nono Avenue
Macon, GA 31215

No. 317

May 28 19--

Pay To The Order Of Mae Conn & Associates $ 48 57

Forty eight 57/100 Dollars

C & S BANK
Macon, GA 31215

Howard Jones

':1123;;;0156':678'''4678

NEON SIGNS
3467 Mountainview Road
Atlanta, GA 31578

June 27, 19--

Mae Conn & Associates
Attorneys-at-Law
3300 Macon Tech Drive
Macon, GA 31206

Dear Mrs. Conn:

RE: Purchase of Neon Sign

We would be delighted to visit your office to help you decide on the best type of sign to use to help attract attention to your company.

You will be delighted with our prices. We offer signs that range from $50, up. If it is convenient, we will be in your area next Tuesday; therefore, we would like to pay you a visit somewhere around 3:00 p.m.

If this time will not be agreeable with you, please let us know. We look forward to seeing you.

Very truly yours,

Maynard P. Whipple

Maynard P. Whipple
Sales Manager

367 Riverview Road
Macon, GA 31217
June 26, 19--

Mae Conn & Associates
Attorneys-at-Law
3300 Macon Tech Drive
Macon, GA 31206

Dear Mrs. Conn:

Enclosed is the retainer fee of one hundred twenty-eight dollars ($128.00) for our upcoming civil suit. Please let me know if there will be any further charges.

We plan to come by your office next Friday if this will be convenient for you. We will plan to come in around 4:15 p.m. if we do not hear from you.

Sincerely yours,

D. Moye

(Mr.) D. Moye

drw

Enclosure

1417 Pio Nono Avenue
Macon, GA 31215
June 28, 19--

Mae Conn & Associates
Attorneys-at-Law
3300 Macon Tech Drive
Macon, GA 31206

Dear Mrs. Conn:

We are very thankful to you and your firm for helping us and advising us in the sale of our home in Lizella. Without the assistance you gave us, we would have been lost.

We will definitely call on your firm whenever we are in need of legal assistance in the future. Enclosed is the $48.57 you needed to cover the typing of all forms.

Sincerely yours,

Howard Jones

Howard Jones

jkl

Enclosure

365 Area Lane Drive
Macon, GA 31208
June 27, 19--

Mae Conn & Associates
Attorneys-at-Law
3300 Macon Tech Drive
Macon, GA 31206

Dear Mrs. Conn:

My mother has just been fired from a job which she has held for the last 23 years. During the time of her employment, she has been paying Social Security. She is 62 years old and has several physical problems that, I feel, should entitle her to draw either Social Security or Disability.

Her employer (ex-employer) says that she is not entitled to any type of compensation. Since I feel that she is being treated unfairly, I told my mother that I would get in touch with a lawyer and get some legal advice.

If you feel that you could help my mother to obtain some type of legal aid, please contact me at the address given above. I can be reached by phone at (912) 785-4767.

Sincerely yours,

Jo Ann Staples

(Mrs.)Jo Ann Staples

460 Riverview Drive
Macon, GA 31208
June 27, 19--

Mae Conn & Associates
Attorneys-at-Law
3300 Macon Tech Drive
Macon, GA 31206

Dear Ms. Conn:

One of my very close friends has recommended your law office to help me draw up a last will and testament for my husband and myself.

Since our vacation starts next week, we would like to set up an appointment with you to draw up a joint will. Please let me know if you can meet with us anytime next week.

You can contact me at home by phone (912) 987-3879 or by mail. My address is Mrs. Ralph J. Spalding, 460 Riverview Drive, Macon, GA 31208, the same as it is above.

Sincerely yours,

Ralph J. Spalding

(Mrs.) Ralph J. Spalding

345 Forest Lane
Macon, GA 31416
June 28, 19--

Mae Conn & Associates
Attorneys-at-Law
3300 Macon Tech Drive
Macon, GA 31206

Dear Mrs. Conn:

I have been attending a vocational-technical school for the past 18 months and will be graduating in a few months. I have a problem you may be able to help me with. I am under probation for five years because of my driving record, and my license has been revoked. I have been classified as a habitual offender because of driving under the influence and speeding. The current law as I understand it is a five-year probation period.

Recently, I learned through my local representative that the law has amended the period from five years to two years. He stated that he thought that the law was vetoed by the Governor. He advised me to contact a lawyer to have my case reopened so that I could plead No-Low-Contender on one of my cases. This would put me in another penalty bracket, and I would probably be able to get my license back.

I would appreciate your looking into this matter and advising me what my legal recourse to the reinstatement of my driver's license might be. Please phone me at (912) 678-0456 (collect) if you can be of any assistance.

Sincerely yours,

Johnny P. Harden

Johnny P. Harden

SOUTHERN BELL

LOCAL TELEPHONE SERVICE	38 00
LONG DISTANCE CALLS	12 00
TAXES	5 00
ADDITIONAL LOCAL CALLS	
OTHER CHARGES AND CREDITS	
DIRECTORY ADVERTISING	
BALANCE FROM LAST BILL	

MAE CONN & ASSOC.
3300 MACON TECH
MACON, GA 31206

PAY THIS AMOUNT ➡ 55 00

AMOUNT DUE ➡

BILL IS PAYABLE UPON RECEIPT - THANK YOU

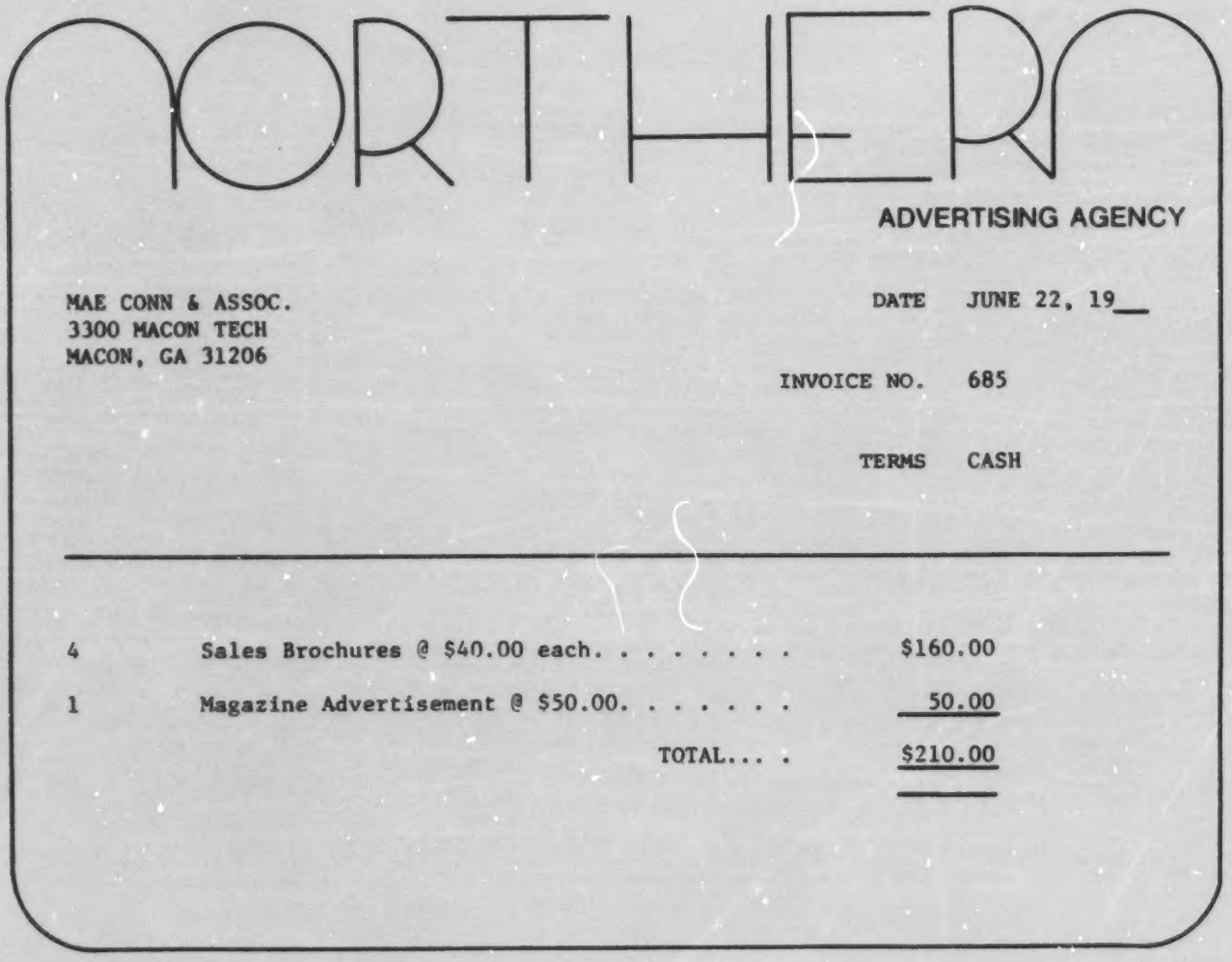
TO CALL THE COMPANY

Residence Customers: 396-9900

Business Customers: 421-5900

LONG DISTANCE CODE
1. DIALED DIRECT
2. CREDIT CARD
3. BILL TO 3RD NUMBER CAN BE DIALED DIRECT

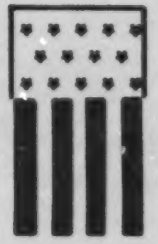
DATE	CODE	LONG DISTANCE CALLS	AMOUNT
8 16	1	Boston, ME	6 80
8 20		Pittsburg, PA	5 20
		U.S. Tax $1.20	
		Total Exc. Tax $12.00	


NORTHERN
ADVERTISING AGENCY
MAE CONN & ASSOC.
3300 MACON TECH
MACON, GA 31206
DATE JUNE 22, 19__
INVOICE NO. 685
TERMS CASH
4 Sales Brochures @ $40.00 each. $160.00
1 Magazine Advertisement @ $50.00. . . . . 50.00
TOTAL... . $210.00

WILSON OFFICE SUPPLY

101 LAKESIDE PLAZA MACON, GA

862-0550 Form 42 B927



TO

MAE CONN & ASSOC.
3300 MACON TECH
MACON, GA 31206

INVOICE NO. 1260
DATE June 25, 19--
CUST. ORDER NO. 527
TERMS 2/10, n/30

QUANTITY		DESCRIPTION	UNIT PRICE	TOTAL
1 ✓	P 5100	8½" X 11" Manila Folders	$ 9.98	$ 9.98 ✓
1 ✓	P 4354	8½" X 11" PRIMA Typing Paper	41.00	41.00 ✓
6 ✓	P 4350	8½" X 11" Bond Typing Paper	2.29 bx.	13.74 ✓
1 ✓	P 4330	8½" X 11" Onion Skin Paper	1.85 bx.	1.85 ✓
5 ✓	P 4325	8½" X 11" Carbon Paper	3.30 bx.	16.50 ✓
1 ✓	P 3300	½" X 1000" Cellophane Tape	2.64	2.64 ✓
				85.71 ✓
				4.29
			5% sales tax	$90.00 ✓

Pay last amount in this column.

GA POWER

662
B927

ITEMS	LAST MONTH'S BAL.	PAYMENTS	CHARGES & CREDITS	BALANCE	AMOUNTS
ELEC.	64.70	64.70	----------	-------	

BILL TO.			READING	DAYS	QUANTITY	NET CHARGES	AMOUNTS
5	20	19--	5463	31	276	70 10	70 10

ACCOUNT NO.		NEXT READ		AREA	DATE DUE NET		
460W	6134	OCT. 20	19--	3	SEPT.	30	19--

GROSS	NET
73 52	70 10

TO

MAE CONN & ASSOC.
3300 MACON TECH
MACON, GA 31206

* AMOUNT TO BE PAID

63

64

4-2

FROM THE DESK OF MAE CONN

Please record the attached Petty Cash transactions.

MC

PETTY CASH TRANSACTIONS

June 1 A petty cash fund is started by issuing Check No. 281 for $200. You are not to prepare the check but should make an entry in the petty cash record.

2 Paid $2.00 for a collect telegram.

4 Paid $15.00 for postage stamps.

7 Paid $10.50 for a new stapling machine.

7 Paid $5.75 for express charges on shipment of letterheads.

9 Paid $6.10 for miscellaneous supplies.

12 Piad $1.41 for a collect telegram.

13 Paid $11.20 for office supplies delivered by American Office Equipment Company.

15 Paid $35.00 for delivery expense.

18 Paid $1.65 for a collect telegram.

21 Paid $46.80 for 3 new waste containers.

21 Paid $33.90 for supplies.

22 Issued Check No. 352 to replenish the petty cash fund to its original amount of $200.00. Compute the amount of the check and make appropriate entry in the petty cash record. You are not required to prepare the check to replenish the fund.

PETTY CASH RECORD

DATE	DESCRIPTION	RECEIPTS	PAYMENTS	BALANCE

FROM THE DESK OF MAE CONN

Type a Quit-Claim Deed for General Builders, Inc. conveying title to Ideal Homes, Inc. Refer to handwritten copy.

BEST COPY AVAILABLE

STATE OF GEORGIA, County of Bibb

This INDENTURE, made this 21st day of Aug., in the Year of Our Lord One Thousand Nine Hundred and _____ between

General Builders, Inc.

of the State of Georgia and County of Bibb, of the first part,

and Ideal Homes, Inc.

of the State of Georgia and County of Bibb, of the second part,

WITNESSETH: That the said party of the first part, for and in consideration of the sum of One Hundred and 10/100 DOLLARS, in hand paid, the receipt whereof is acknowledged, has bargained, sold, and by these presents does remise, convey and forever QUIT-CLAIM to the said party of the second part, its heirs and assigns, all that tract or parcel of land, lying and being in Land Lot #105 of the 19th District of Bibb County, Georgia, Shurlington Subdivision, City of Macon, and being known as Lot 324, Block 16, as shown by a map recorded in Plat Book 29, Folio 114, Clerk's Office, Bibb Superior Court. There is on said property a house known under the present numbering system as 6040 Hill Road.

TO HAVE AND TO HOLD the said described premises to the said party of the second part, as that neither said party of the first part nor its heirs, nor any other person or person claiming under _____ shall at any time, by any means or ways, have, claim or demand any right or title to the aforesaid described premises or appurtenances, or any right thereof.

IN WITNESS WHEREOF, The said party of the first part has hereunto set its hand and seal, the day and year above written.

Signed, sealed and delivered in presence of

_____ (Seal)
Jewel Banner, Secretary

_____ (Seal)
General Builders, Inc.

_____ (Seal)

_____
Notary Public, Bibb County, GA

QUIT-CLAIM DEED

BEST COPY AVAILABLE

STATE OF GEORGIA, County of _____

This INDENTURE, made this _____day of _____, in the Year of Our Lord One Thousand Nine Hundred and _____between

_____

of the State of _____and County of _____, of the first part,

and _____

of the State of _____ and County of _____, of the second part,

WITNESSETH: That the said part___of the first part, for and in consideration of the sum of _____DOLLARS, in hand paid, the receipt whereof is acknowledged, ha__ bargained, sold, and by these presents do__ remise, convey and forever QUIT-CLAIM to the said part___of the second part, ___heirs and assigns, all that tract or parcel of land, lying and being in

TO HAVE AND TO HOLD the said described premises to the said part___ of the second part, as that neither said part___of the first part nor ___ heirs, nor any other person or person claiming under _____shall at any time, by any means or ways, have, claim or demand any right or title to the aforesaid described premises or appurtenances, or any right thereof.

IN WITNESS WHEREOF, The said part___ of the first part ha__ hereunto set ___ hand and seal, the day and year above written.

Signed, sealed and delivered in presence of

_____ _____(Seal)

_____ _____(Seal)

_____ _____(Seal)

QUIT-CLAIM DEED

FROM THE DESK OF MAE CONN

Please make deposit slip for checks. Make bank deposit before two o'clock.

mc

67.51
888

No. 267

May 15 19--

Pay To The Order Of Mae Conn & Associates $ 475 50

Four hundred seventy five 50/100 Dollars

BANK OF THE SOUTH
MACON, GEORGIA
31206

Jarvis E. Thompson

45.14
452

No. 486

May 1 19--

Pay To The Order Of Mae Conn & Associates $ 100 00

One hundred 00/100 Dollars

B BIBB
C COWETA
C COUNTY
B BANK
MACON, GEORGIA 31206

Teresa Stone
Uptown Sisters

61.63
414

No. 263

May 15 19--

Pay To The Order Of Mae Conn & Associates $ 1000 00

One thousand 00/100 ——————— Dollars

BELLAMY TRUST COMPANY
Main Street Branch
Macon, GA 31206

Mrs. Sarah Lake

12.00
300

No. 463

May 15 19--

Pay To The Order Of Mae Conn & Associates $ 5100 00

Five thousand one hundred 00/100 — Dollars

HURT BROTHERS BANK & TRUST
6578 Broadway Avenue, SW
Macon, GA 31205

David R. Woodberg
Woodberg, Spring
& Riley Contractors

52.14
613

No. 253

May 15 19--

Pay To The Order Of Mae Cona & Associates $ 150 75

One hundred fifty 75/100 Dollars

FIRST NATIONAL BANK
212 FOURTH AVENUE
MACON, GA 31206

Jarvis E. Thompson

62.47
525

No. 340

May 15 19--

Pay To The Order Of Mae Cona & Associates $ 75 00

Seventy five 00/100 Dollars

THE PEOPLES BANK
First Avenue and Main Street
Macon, Georgia 31206

Valencia Store
Uptown Sisters

67.48
512

No. 405

May 15 19--

Pay To The Order Of Mae Corn & Associates $ 50.00

Fifty 00/100 Dollars

SOUTHERN BANK
1171 EAST 21ST STREET
MACON, GA 31206

Rose L. MacAdams

41.14
515

No. 102

May 15 19--

Pay To The Order Of Mae Corn & Associates $ 125.50

One hundred twenty five 50/100 Dollars

LEADERS BANK OF MACON
1000 45th Street
Macon, Georgia 31205

Alice B. May
Miss May's
Gift Shop

62.17
416

No. 172

May 10 19--

Pay To The Order Of Mac Conn & Associates $ 250 00

Two hundred fifty 00/100 Dollars

FIRST BANK OF BIBB COUNTY
227 MAIN STREET
MACON, GEORGIA 21206

Mrs. Sanford T. Vinton

56.15
412

No. 227

May 10 19--

Pay To The Order Of Mac Conn & Associates $ 50 00

Fifty 00/100 Dollars

LEADERS BANK OF MACON
1000 45th Street
Macon, Georgia 31206

Rose L. MacAdams

45.15
472

No. 202

May 15 19--

Pay To The Order Of Mae Conn & Associates $ 500 00

Five hundred 00/100 Dollars

FIRST BANK OF BIBB COUNTY
227 MAIN STREET
MACON, GEORGIA 31206

Mrs. Marian O'Brien

67.42
612

No. 207

May 15 19--

Pay To The Order Of Mae Conn & Associates $ 2500 00

Two thousand five hundred 00/100 Dollars

THE PEOPLES BANK
First Avenue and Main Street
Macon, Georgia 31206

B. W. Offner

67.45
663

No. 265

May 15 19--

Pay To The Order Of Mae Conn & Associates $ 600 00

Six hundred 00/100 Dollars

Bibb County Bank
5525 Legion Drive
Macon, GA 31206

George D. Neilson

61.41
444

No. 226

May 15 19--

Pay To The Order Of Mae Conn + Associates $ 350 50

Three hundred fifty 50/100 Dollars

NTG - National Trust of Georgia
9755 Winona Place
Macon, Georgia 31205

Malcom R. Sibley
Sibley Paint Shop

45.47
816

No 450

May 15 19--

Pay To The Order Of Mae Conn & Associates $ 1025 00

One thousand twenty five 00/100 Dollars

HURT BROTHERS BANK & TRUST
6578 Broadway Avenue, SW
Macon, GA 31205

Tracey San Benito

42.17
514

No. 127

May 15 19--

Pay To The Order Of Mae Conn & Associates $ 525 00

Five hundred twenty five 00/100 Dollars

NBG National Bank of Georgia
7867 Confederate Drive
Macon, Georgia 31206

Vance T. Vansickle
Vansickle, Vance, & Voris

12.13
217

No. 369

May 6 19--

Pay To The Order Of Mae Conn & Associates $ 755 55

Seven hundred fifty five 55/100 ——— Dollars

BELLAMY TRUST COMPANY
Main Street Branch
Macon, GA 31206

L. L. Laurence
L. L. L. Suppliers, Inc.

51.15
315

No. 370

May 8 19--

Pay To The Order Of Mae Conn & Associates $ 175 00

One hundred seventy five 0/100 ——— Dollars

Bibb County Bank
5525 Legion Drive
Macon, GA 31206

Mrs. Marian O'Brien

55.12
511

No. 273

May 10 19--

Pay To The
Order Of Mae Cora & Associates $ 500 00

Five hundred 00/100 Dollars

NBG National Bank of Georgia
7867 Confederate Drive
Macon, Georgia 31206

Mrs. Sarah Oake

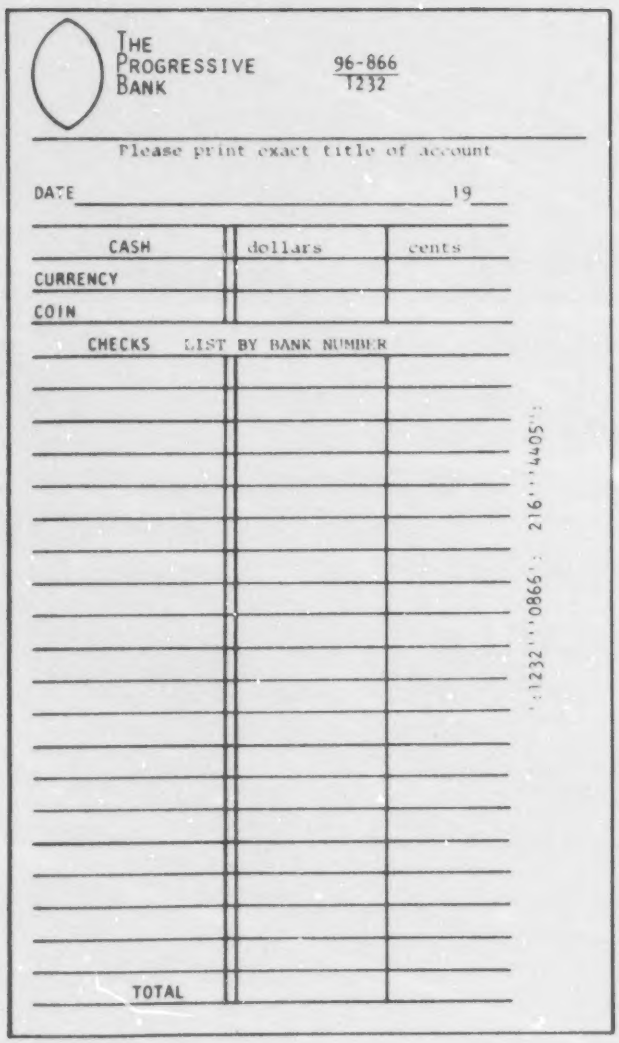
No. ____

_____ 19___

Pay To The
Order Of _____ $ _____

_____ Dollars

_____



THE PROGRESSIVE BANK

96-866
1232

Please print exact title of account

DATE _____ 19___

CASH	dollars	cents
CURRENCY		
COIN		
CHECKS LIST BY BANK NUMBER		
TOTAL		

:1232:::0866:: 216:::4405::

FROM THE DESK OF
MAE CONN

Please reconcile bank statement for month of June.

Mc

SOUTHERN BANK

DALLAS, TX 75211

CHECKING ACCOUNT STATEMENT

ACCT. 130 456 7

DATE 6/15/--

PAGE 1

BALANCE FORWARD	NO. OF CHECKS	TOTAL CHECK AMOUNT	NO. OF DEP.	TOTAL DEPOSIT AMOUNT	SERVICE CHARGE	BALANCE THIS STATEMENT
10,250.59	12	8,950.45	1	14,307.80	---	15,607.94

CHECKS AND OTHER DEBITS		DEPOSITS AND OTHER CREDITS	DATE	BALANCE
281	1,500.00		6-4	8,750.59
		14,307.80	6-6	23,058.39
282	73.40		6-6	22,984.99
283	250.00		6-6	22,734.99
284	319.15		6-7	22,415.84
285	200.00		6-7	22,215.84
286	800.00		6-8	21,415.84
287	850.00		6-8	20,565.84
288	25.00		6-10	20,540.84
289	2,000.00		6-14	18,540.84
290	1,987.90		6-15	16,552.94
291	345.00		6-15	16,207.94
292	600.00		6-15	15,607.94

PLEASE EXAMINE AT ONCE.
If no errors are reported within 10 days, the account will be considered correct.
PLEASE ADVISE US
In writing of any change in your address.

KEYS TO SYMBOLS

AD - AUTOMATIC DEPOSIT
AP - AUTOMATIC PAYMENT
AR - AUTOMATIC REVERSAL
CB - CHARGE BACK
CC - CERTIFIED CHECK
CM - CREDIT MEMO
CO - CHARGE OFF
DM - DEBIT MEMO
EC - ERROR CORRECTED
OD - OVERDRAWN
RC - RETURN CHECK CHG
RT - RETURN ITEM
SC - SERVICE CHARGE

RECONCILIATION OF BANK STATEMENT

_____
(date)

BALANCE ON CHECK STUB,
(date)_____ $

DEDUCT BANK CHARGES:

Description	Amount
Service Charge	$
Total bank charges	

ADJUSTED CHECK-STUB BALANCE,
(date)_____ $

BALANCE ON BANK STATEMENT,
(date)_____ $

ADD OUTSTANDING DEPOSITS:

Date	Amount
	$
Total outstanding deposits	

TOTAL..... ..... $

DEDUCT OUTSTANDING CHECKS:

Ck. No.	Amount	Ck. No.	Amount
Total outstanding checks			

ADJUSTED BANK BALANCE,
(date)_____ $

SOUTHERN BANK
1171 East 21st Street
Macon, Georgia 31206

12.123
1234

No. 281

June 1 19--

Pay To The Order Of Fickling & Walker Real Estate $ 1500.00

Fifteen hundred 0/100 Dollars

Mae Conn
MAE CONN & ASSOCIATES

SOUTHERN BANK
1171 East 21st Street
Macon, Georgia 31206

12.123
1234

No. 282

June 1 19--

Pay To The Order Of Atlanta Gas Light Co. $ 73.40

Seventy three 40/100 Dollars

Mae Conn
MAE CONN & ASSOCIATES

SOUTHERN BANK
1171 East 21st Street
Macon, Georgia 31206

12.123
1234

No. 283

June 1 19--

Pay To The Order Of Georgia Power Company $ 250 00

Two hundred fifty 00/100 Dollars

Mae Conn
MAE CONN & ASSOCIATES

SOUTHERN BANK
1171 East 21st Street
Macon, Georgia 31206

12.123
1234

No. 284

June 1 19--

Pay To The Order Of Southern Bell $ 319 15

Three hundred nineteen 15/100 Dollars

Mae Conn
MAE CONN & ASSOCIATES

SOUTHERN BANK
1171 East 21st Street
Macon, Georgia 31206

12.123
1234

No. 285

June 1 19--

Pay To The Order Of Petty Cash Fund $200.00

Two hundred 00/100 Dollars

Mae Conn
MAE CONN & ASSOCIATES

SOUTHERN BANK
1171 East 21st Street
Macon, Georgia 31206

12.123
1234

No. 286

June 4 19--

Pay To The Order Of Mrs. Amber Richardson $ 800.00

Eight hundred 00/100 Dollars

Mae Conn
MAE CONN & ASSOCIATES

SOUTHERN BANK
1171 East 21st Street
Macon, Georgia 31206

12.123
1234

No. 287

June 4 19--

Pay To The Order Of Mrs. Linda Brown $ 850 00

Eight hundred fifty 00/100 Dollars

Mae Conn
MAE CONN & ASSOCIATES

SOUTHERN BANK
1171 East 21st Street
Macon, Georgia 31206

12.123
1234

No. 288

June 5 19--

Pay To The Order Of Macon-Bibb Co. Water/Sewage $ 25 00

Twenty five 00/100 Dollars

Mae Conn
MAE CONN & ASSOCIATES

SOUTHERN BANK
1171 East 21st Street
Macon, Georgia 31206

12.123
1234

No. 289

June 7 19--

Pay To The Order Of Georgia Federal Reserve $2000 00

Two thousand 00/100 Dollars

Mae Conn
MAE CONN & ASSOCIATES

SOUTHERN BANK
1171 East 21st Street
Macon, Georgia 31206

12.123
1234

No. 290

June 8 19--

Pay To The Order Of American Ofc. & Equip. Co. $1987 20

One thousand nine hundred eighty seven 20/100 Dollars

Mae Conn
MAE CONN & ASSOCIATES

SOUTHERN BANK
1171 East 21st Street
Macon, Georgia 31206

12.123
1234

No. 291

June 10 19--

Pay To The Order Of 1st Nat'l Bank & Trust Co. $ 345.00

Three hundred forty five 00/100 Dollars

Mae Conn
MAE CONN & ASSOCIATES

SOUTHERN BANK
1171 East 21st Street
Macon, Georgia 31206

12.123
1234

No. 292

June 15 19--

Pay To The Order Of Robert E. Lee Ins. Co. $ 600.00

Six hundred 00/100 Dollars

Mae Conn
MAE CONN & ASSOCIATES

SOUTHERN BANK
1171 East 21st Street
Macon, Georgia 31206

12.123
1234

No. 293

June 20 19--

Pay To The Order Of Geico $ 800.00

Eight hundred 00/100 Dollars

Mae Conn
MAE CONN & ASSOCIATES

SOUTHERN BANK
1171 East 21st Street
Macon, Georgia 31206

12.123
1234

No. 294

June 22 19--

Pay To The Order Of Petty Cash Fund $ 169.31

One hundred sixty nine 31/100 Dollars

Mae Conn
MAE CONN & ASSOCIATES

SOUTHERN BANK
1171 East 21st Street
Macon, Georgia 31206

12.123
1234

No. 295

June 26 19--

Pay To The Order Of Cash $ 1000 00

One thousand 00/100 Dollars

Mae Conn
MAE CONN & ASSOCIATES

SOUTHERN BANK
1171 East 21st Street
Macon, Georgia 31206

12.123
1234

No. 296

June 30 19--

Pay To The Order Of Mrs. Amber Richardson $ 800 00

Eight hundred 00/100 Dollars

Mae Conn
MAE CONN & ASSOCIATES

SOUTHERN BANK
1171 East 21st Street
Macon, Georgia 31206

12.123
1234

No. 297

June 30 19--

Pay To The
Order Of Mrs. Linda Brown $ 850 00

Eight hundred fifty 00/100 ———— Dollars

Mae Conn
MAE CONN & ASSOCIATES

No. ____

_____ 19____

Pay To The
Order Of _____ $ _____

_____ Dollars

_____

NO. 281 $1,500.00
DATE June 1, 19--
TO Fickling & Walker
FOR Rent

	DOLLARS	CENTS
OLD BALANCE	10,250	39
DEPOSITED	14,307	80
TOTAL	24,558	39
THIS CHECK	1,500	00
TOTAL	23,058	39
If special checking less check charge		
NEW BALANCE	23,058	39

NO. 282 $73.40
DATE June 1, 19--
TO Atlanta Gas Light Co.
FOR Gas expense

	DOLLARS	CENTS
OLD BALANCE	23,058	39
DEPOSITED	—	
TOTAL	23,058	39
THIS CHECK	73	40
TOTAL	22,984	99
If special checking less check charge		
NEW BALANCE	22,984	99

NO. 283 $250.00
DATE June 1, 19--
TO Georgia Power Co.
FOR Electricity Expense

	DOLLARS	CENTS
OLD BALANCE	22,984	99
DEPOSITED	—	
TOTAL	22,984	99
THIS CHECK	250	00
TOTAL	22,734	99
If special checking less check charge		
NEW BALANCE	22,734	99

NO. 284 $319.15
DATE June 1, 19--
TO Southern Bell
FOR Telephone

	DOLLARS	CENTS
OLD BALANCE	22,734	99
DEPOSITED	—	
TOTAL	22,734	99
THIS CHECK	319	15
TOTAL	22,415	84
If special checking less check charge		
NEW BALANCE	22,415	84

NO. 285 $200.00
DATE June 1, 19--
TO Petty Cash Fund
FOR Replenishing Fund

	DOLLARS	CENTS
OLD BALANCE	22,415	84
DEPOSITED	—	
TOTAL	22,415	84
THIS CHECK	200	00
TOTAL	22,215	84
If special checking less check charge		
NEW BALANCE	22,215	84

NO. 287 $850.00
DATE June 4, 19--
TO Mrs. Linda Brown
FOR Salary

	DOLLARS	CENTS
OLD BALANCE	21,415	84
DEPOSITED	—	
TOTAL	21,415	84
THIS CHECK	850	00
TOTAL	20,565	84
If special checking less check charge		
NEW BALANCE	20,565	84

NO. 286 $800.00
DATE June 4, 19--
TO Mrs. Amber Richardson
FOR Salary Expense

	DOLLARS	CENTS
OLD BALANCE	22,215	84
DEPOSITED	—	
TOTAL	22,215	84
THIS CHECK	800	00
TOTAL	21,415	84
If special checking less check charge		
NEW BALANCE	21,415	84

NO. 288 $25.00
DATE June 5, 19--
TO Mason-Bibb Co. Water & Sewage
FOR Water & Sewage

	DOLLARS	CENTS
OLD BALANCE	20,565	84
DEPOSITED	—	
TOTAL	20,565	84
THIS CHECK	25	00
TOTAL	20,540	84
If special checking less check charge		
NEW BALANCE	20,540	84

NO. 289 $2,000.00
DATE June 7, 19--
TO GA Federal Reserve
FOR FICA & Income Tax Deposits

	DOLLARS	CENTS
OLD BALANCE	20,540	84
DEPOSITED	—	
TOTAL	20,540	84
THIS CHECK	2,000	00
TOTAL	18,540	84
If special checking less check charge		
NEW BALANCE	18,540	84

NO. 290 $1,987.90
DATE June 8, 19--
TO American Office Equipment Company
FOR Furniture

	DOLLARS	CENTS
OLD BALANCE	18,540	84
DEPOSITED	—	
TOTAL	18,540	84
THIS CHECK	1,987	90
TOTAL	16,552	94
If special checking less check charge		
NEW BALANCE	16,552	94

NO. 291 $345.00
DATE June 10, 19--
TO First Natl Bank
FOR Bank note

	DOLLARS	CENTS
OLD BALANCE	16,552	94
DEPOSITED	—	
TOTAL	16,552	94
THIS CHECK	345	00
TOTAL	16,207	94
If special checking less check charge		
NEW BALANCE	16,207	94

NO. 292 $600.00
DATE June 13, 19--
TO Robt. E. Lee Ins. Co.
FOR Auto Ins.

	DOLLARS	CENTS
OLD BALANCE	16,207	94
DEPOSITED	—	
TOTAL	16,207	94
THIS CHECK	600	00
TOTAL	15,607	94
If special checking less check charge		
NEW BALANCE	15,607	94

NO. 293 $800.00
DATE June 20, 19--
TO Geico
FOR Burglary Ins.

	DOLLARS	CENTS
OLD BALANCE	15,607	94
DEPOSITED	—	
TOTAL	15,607	94
THIS CHECK	800	00
TOTAL	14,807	94
If special checking less check charge		
NEW BALANCE	14,807	94

NO. 294 $169.31
DATE June 22, 19--
TO Petty Cash Fund
FOR Replenishing Fund

	DOLLARS	CENTS
OLD BALANCE	14,807	94
DEPOSITED	—	
TOTAL	14,807	94
THIS CHECK	169	31
TOTAL	14,638	63
If special checking less check charge		
NEW BALANCE	14,638	63

NO. 295 $1,000.00
DATE June 26, 19--
TO Mrs. Mae Conn
FOR Withdrawal

	DOLLARS	CENTS
OLD BALANCE	14,638	63
DEPOSITED	—	
TOTAL	14,638	63
THIS CHECK	1,000	00
TOTAL	13,638	63
If special checking less check charge		
NEW BALANCE	13,638	63

NO. 296 $800.00
DATE June 30, 19--
TO Mrs. Amber Richardson
FOR Salary

	DOLLARS	CENTS
OLD BALANCE	13,638	63
DEPOSITED	—	
TOTAL	13,638	63
THIS CHECK	800	00
TOTAL	12,838	63
If special checking less check charge		
NEW BALANCE	12,838	63

NO. 297 $850.00
DATE June 30, 19--
TO Mrs. Linda Brown
FOR Salary

	DOLLARS	CENTS
OLD BALANCE	12,838	63
DEPOSITED	—	
TOTAL	12,838	63
THIS CHECK	850	00
TOTAL	11,988	63
If special checking less check charge		
NEW BALANCE	11,988	63

NO. _____ $_____
DATE _____
TO _____
FOR _____

	DOLLARS	CENTS
OLD BALANCE		
DEPOSITED		
TOTAL		
THIS CHECK		
TOTAL		
If special checking less check charge		
NEW BALANCE		

NO. 298 $—
DATE June 30, 19--
TO Cash
FOR Void

	DOLLARS	CENTS
OLD BALANCE	11,988	63
DEPOSITED	5,500	00
TOTAL	17,488	63
THIS CHECK	—	
TOTAL	17,488	63
If special checking less check charge		
NEW BALANCE	17,488	63

NO. _____ $_____
DATE _____
TO _____
FOR _____

	DOLLARS	CENTS
OLD BALANCE		
DEPOSITED		
TOTAL		
THIS CHECK		
TOTAL		
If special checking less check charge		
NEW BALANCE		